

17 February 2000



Maintenance

**QUALITY ASSURANCE ACCIDENT/INCIDENT REPORT
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 16 LG/LGQ (TSgt Bishop)

Certified by: 16 LG/CCA (MSgt Holder)

Supersedes: OI 21-4 1 Dec 97

Pages: 4

Distribution: X

This Operating Instruction (OI) establishes procedures and assigns responsibility for completing and routing the Quality Assurance (QA) Accident/Incident (A&I) Report. This OI applies to all maintenance organizations assigned to the group. This OI is in accordance with AFI 21-104, *Selective Management of Selected Gas Turbine Engine*, AFSOCI 21-106, *Maintenance Management of Aircraft* HFI 21-101, *Dropped Object Preventing and Reporting Program*, and HFI 21-103, *Delineation of Responsibility and Accountability for Aircraft Munitions*.

1. RESPONSIBILITIES:

1.1. Units possessing equipment or personnel involved in an incident will report the occurrence to the Maintenance Coordination Center (MCC). Deployed senior maintenance person will ensure the home station MCC is notified.

1.2. MCC will immediately notify QA of all in-flight and ground emergencies, precautionary landings, dropped objects, bird strikes, accidents, and maintenance related incidents both on and off station.

1.3. A&I Reports (QA OF-101 – attachment 1) will be completed for any type of incident resulting in emergency (in-flight or ground), bird strikes, damage or loss of equipment, injury to personnel due to equipment failure or technical data deficiencies, and aircraft that experience a dropped object. For other incidents QA will determine if an A&I Report is required.

1.4. QA will manage A&I Reports as follow:

1.4.1. Forward the preliminary and completed report to group commander/deputy commander, MCC, applicable maintenance squadrons and QA chief inspector. The chief inspector will forward a copy to 16 SOW/SE, *Wing Safety*, after completing a review.

1.4.2. Assign a control number and fill out all necessary blocks of the A&I Report, except for the corrective action block.

1.4.3. Initiate a preliminary dropped object worksheet (attachment 2) when required. If a dropped object is involved, a report will also be sent to 16 OG/OGV, *Standard and Evaluation*.

1.4.4. If the damage is estimated to total \$10,000 or more, QA will annotate the mishap category, class, and initial cost estimate following the guidance in AFI 91-204, *Safety Investigations and Reports*, Chapter 2. For mishaps, the report will be reviewed by the group commander/deputy commander prior to sending the report to agencies outside the group.

1.4.5. Hand-deliver a copy of the A&I Report to the shift production supervisor for action.

1.4.6. For bird strikes QA will evaluate damage and collect bird strike remains (only 1 feather required). Remains will be forwarded to 16 SOW/SE with a copy of the A&I Report for tracking in the bird aircraft safety hazard program.

1.4.7. Review corrective action when completed A&I Reports are received from maintenance supervision and input the information into a database.

1.5. Maintenance supervision will:

1.5.1. Ensure the information on the A&I Report is correct.

1.5.2. Record the corrective action on the report.

1.5.2.1. Information will include the following if applicable:

1.5.2.1.1. Repair and/or replacement cost of the affected equipment or item.

1.5.2.1.2. Man-hours expended directly involved in the repair.

1.5.2.1.3. Part and stock numbers of replaced or repaired equipment.

1.5.2.1.4. Depot level repair assets identification.

1.5.2.1.5. Include preventive measures if warranted.

1.5.2.1.6. If the report is for a dropped object, complete a dropped object worksheet IAW HFI 21-101.

1.5.3. Review and sign the maintenance supervisor block on the A&I Report.

1.5.4. Forward the report and dropped object worksheet, if required, to QA no later than the next duty day after the corrective action is known.

KENT A. MUELLER, Colonel, USAF
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16th Logistics Group

2 Attachments

1. Quality Assurance Accident/Incident Report
2. Dropped Object Investigation Worksheet

ATTACHMENT 1

QUALITY ASSURANCE ACCIDENT/ INCIDENT REPORT

NATURE OF

TYPE OF INCIDENT:

MDS:

TAIL NUMBER:

DATE:

TIME NOTIFIED:

CONTROL

DESCRIPTION:

IMPOUNDED

IMPOUND
FOLLOW UP REQUIRED

JOB CONTROL

CORRECTIVE ACTION:

Include Repair Cost with man hours and parts if applicable

MAINTENANCE SUPERVISOR

PERSONNEL

#1:

#2:

#3:

#4:

QDR
REPORT

OTI

COPY SENT TO LG

SAFETY

CLOSE OUT

INVESTIGATED BY:

FOLLOW UP DONE

ATTACHMENT 2

DATE		A&I CONTROL NUMBER	MDS			TAIL #		UNIT	
SECTION I. DROPPED OBJECT									
NOMENCLATURE							NSN		
WUC		JCN		SERIAL NUMBER (IF APPLICABLE)			PART NUMBER		
T.O. / FIG / IND				REPLACEMENT COST		FOUND?	REPAIR COST (IF FOUND)		
						YES/NO			
NEXT HIGHER ASSEMBLY NOMENCLATURE (IF APPLICABLE)							NSN		
WUC		JCN		SERIAL NUMBER			PART NUMBER		
T.O. / FIG / IND				REPLACEMENT COST		REPAIRABLE?	REPAIR COST (IF REPAIRABLE)		
						YES/NO			
SECTION II. MAN-HOUR EXPENDITURE									
REMOVE AND REPLACE		IN-SHOP COMPONENT REPAIR			REPAIR DAMAGE TO AIRCRAFT (IF APPLICABLE)				
SECTION III. INVESTIGATION FINDINGS									
LAST SCHEDULED INSPECTIONS			DATE COMPLETED		LAST MAINTENANCE PERFORMED IN AREA			DATE	
PHOTOS OF AREA?		STATEMENTS FROM AIRCREW?			AIRCREW POC FOR INCIDENT			DSN	
YES/NO		YES/NO							
SORTIE NAME		SUSPECTED OR ACTUAL LOCATION OF DROP							
BRIEF DESCRIPTION OF INCIDENT									
AIRCRAFT IMPOUNDED?		STATEMENTS FROM GROUND CREW?			FORMS REVIEWED?		DR SUBMITTED?		CAMS DATA RETRIEVED?
YES/NO		YES/NO			YES/NO		YES/NO		YES/NO
ACTIONS TO PREVENT REOCCURRENCE									
POC FOR ABOVE ACTION				DSN		DUTY TITLE			
SECTION IV. CLOSURE									
SUPERVISION REPRESENTATIVE			DSN		DATE		ATTACHMENTS		
							A - Quality assurance incident report		
							B -		
QA REPRESENTATIVE			DSN		DATE		C -		
							D -		
INVESTIGATION PACKAGE REVIEWED BY			DSN		DATE				
							CONTINUE ON REVERSE IF REQUIRED		
FAX COMPLETED COPY TO AFSOC/LGMW (4-5776)					YES		DATE		

